United Nations ST/IC/2002/53

Secretariat

20 August 2002

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Arrangements for admission to the premises at United Nations Headquarters during the fifty-seventh session of the General Assembly**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as arrangements with respect to parking, catering facilities and commercial operations, during the fifty-seventh session of the General Assembly. A separate information circular will be issued on security arrangements for admission to United Nations Headquarters that will be in effect during the general debate, from 12 to 15 September and from 17 to 20 September 2002.

Admission to Headquarters buildings

2. Staff members, affiliates and accredited members of non-governmental organizations and the information media will be admitted to the United Nations premises only upon presentation of a valid United Nations identification card (grounds pass) or laissez-passer. All are reminded that, in view of the need for heightened security measures, the provisions of the Secretary-General's bulletin ST/SGB/259 of 2 July 1993 on the wearing of identification cards will be strictly enforced. It is the responsibility of staff members to ensure that their identification cards are current; expired cards will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of the UNITAR Building at 45th Street and First Avenue, upon presentation of an application obtained from the staff member's Executive Office. Staff members who arrive without their grounds passes will be directed to the visitors' entrance at 46th Street, where they will be required to pass through a magnetometer. A day pass can be obtained at the information desk in the lobby of the General Assembly Building upon verification of the staff member's identity. The hours of operation of the information desk are 9 a.m. to 5.30 p.m.

* Expiration date of the present information circular: 31 August 2003.

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Access through the delegates' entrance

3. During the fifty-seventh session, the gate at 45th Street and First Avenue and the delegates' entrance will be reserved for use by members of delegations. Staff members and affiliates are requested to use other access points.

Pass and Identification Offices, UNITAR Building and North Lawn Facility

4. In preparation for the fifty-seventh session of the General Assembly, the Pass and Identification Office, located in the UNITAR Building, 801 United Nations Plaza, corner of 45th Street and First Avenue, will be open to staff members and members of delegations. Representatives of non-governmental organizations (NGOs) and members of the media will be assisted with accreditation at the North Lawn Facility, located at the First Avenue and 47th Street entrance. The days and hours of operation for the Pass and Identification Office at the UNITAR Building and North Lawn Facility will be as follows:

Date	*Hours of operation*
Saturday and Sunday, 7 and 8 September	10 a.m.-6 p.m.
Monday, 9 September	8.30 a.m.-6 p.m.
Tuesday, 10 September	8.30 a.m.-6 p.m.
Wednesday, 11 September	8.30 a.m.-6 p.m.
Thursday, 12 September	8.30 a.m.-6 p.m.
Friday, 13 September	8.30 a.m.-6 p.m.
Saturday and Sunday, 14 and 15 September	8.30 a.m.-6 p.m.
Monday, 16 September	8.30 a.m.-6 p.m.
Tuesday, 17 September	8.30 a.m.-6 p.m.
Wednesday, 18 September	8.30 a.m.-6 p.m.
Thursday, 19 September	8 a.m.-6 p.m.
Friday, 20 September	8.30 a.m.-6 p.m.

Access for members of non-governmental organizations

5. Due to heightened security arrangements currently in effect, only the 46th Street entrance and screening area will be used by accredited members of NGOs. All members of NGOs with valid United Nations grounds passes will continue to be admitted via the visitors' entrance at 46th Street and First Avenue, where they will be required to pass through a magnetometer. During the forthcoming period of the general debate, from 12 to 15 September, and from 17 to 20 September 2002, access for members of NGOs will be restricted to those in possession of valid United Nations grounds passes with appropriate meeting tickets.

Access for members of the information media

6. Members of the media with valid United Nations grounds passes (annual resident and non-resident correspondents) may use the visitors' entrance at 46th Street and First Avenue or the entrance at 42nd Street and First Avenue; resident correspondents without equipment are exempt from screening through metal detectors; resident correspondents carrying media equipment must pass their equipment through security screening; non-resident media representatives and their equipment will be required to pass through a magnetometer. Camera crew members accompanying resident and non-resident correspondents as well as all types of temporary correspondents may use only the 46th Street entrance where these media representatives and their equipment must pass through security screening.

Access for interns

7. Interns with valid United Nations grounds passes will be admitted via the visitors' entrance at 46th Street and First Avenue or, when it is closed, through the Secretariat entrance at 42nd Street and First Avenue. At both entrances they will be required to pass through a magnetometer. During the general debate, from Thursday, 12 September, to Sunday, 15 September, and from Tuesday, 17 September, to Friday, 20 September 2002, the entrance at 46th Street shall be the only entry point into United Nations Headquarters for interns.

Access to restricted areas

8. The second floor of both the General Assembly Building and the Conference Building are reserved for members of delegations, staff conducting official business in the area and accredited members of the information media, in accordance with established procedures. In all cases, valid United Nations identification will be required.

9. Access to the second floor, including the North Lounge and the General Assembly Hall, will be permitted only upon presentation of a secondary pass for the fifty-seventh session of the General Assembly, together with a United Nations grounds pass. Secondary passes will be issued by the Pass and Identification Unit, in accordance with arrangements made by executive offices. Identification cards and secondary passes are subject to verification by security officers and must be worn so as to be easily visible.

10. The South Lounge on the second floor of the Conference Building, excluding the adjoining Security Council Lounge, is open to staff members when the Security Council is not in session.

11. To the extent that space is available, staff members, retirees, interns and members of NGOs will be accorded access to the gallery seating areas of the General Assembly Hall and conference rooms upon presentation of their grounds passes. On certain days, however, special arrangements may be in effect.

Admission of non-United Nations persons

12. Staff members are reminded of the existing security arrangements, under which all visitors on official business (maximum of five) and invited guests (maximum of three), including family members, must enter through the visitors' entrance at 46th Street and pass through a magnetometer prior to requesting admission to the Secretariat Building at the information desk. An information assistant will verify the visit with the respective staff member before a visitor's day pass is issued. Staff members must escort their visitors and guests at all times when they are in United Nations buildings. Visitors and guests, including children over the age of 17, will be required to submit a piece of personal identification bearing a photograph to the security officer stationed at the information desk. In order to avoid inconvenience, visitors and guests should be informed in advance that photo identification is required.

13. During the general debate and special sessions of the General Assembly, staff members are urged to restrict visits by outside persons to those involving official business only. It will be the responsibility of each staff member to meet his or her guests, accompany them at all times and later escort them back to the public area in the General Assembly Building lobby. No guest will be permitted to enter restricted areas.

Tours

14. During the period from close of business on Sunday, 8 September, through close of business on Friday, 20 September 2002, regular guided tours will be suspended. Reserved guided tours will proceed as scheduled on Monday, 9 September, and Tuesday, 10 September 2002. On Saturday, 21 September, at 9 a.m. regular guided tours will resume and the building will reopen to the public.

Traffic in the Secretariat Circle

15. Vehicular access through the gate at First Avenue and 43rd Street will continue to be restricted to vehicles of the permanent representatives and observers to the United Nations; no other vehicles will be permitted access to the Secretariat Circle. However, exceptions will be made for disabled persons, upon appropriate certification by the Medical Service.

Parking

16. Parking for staff members in the garage will be limited to those who possess a regular parking permit. When exigencies of service require the use of a vehicle, a limited number of temporary permits may be issued to staff members upon written justification by their Executive Office and approval by the Garage Review Board. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked on the premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of valid United Nations identification must leave the vehicle before it enters the premises.

17. Vehicles other than those belonging to permanent representatives or observers to the United Nations will be required to enter the garage via the 48th Street entrance. Vehicles may leave through the 42nd Street exit between 5 p.m. and 7 p.m. from Monday to Friday, or between 6 a.m. and 8 p.m. through the 48th Street entrance. At all other times, vehicles must exit through the main gate at 43rd Street. Traffic lanes on the service road and roadways in the garage must be kept free of stationary vehicles at all times.

18. All vehicles entering the premises are subject to search.

Dining room, other catering facilities and commercial operations

19. The hours of service for the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Staff members are encouraged to make reservations for the Delegates' Dining Room (ext. 3-7625) for 11.30 a.m., 12 noon or after 2 p.m., since the demand at 1 p.m. is usually heavy. During the general debate, access to the Delegates' Dining Room for lunch will be restricted to persons holding a valid United Nations grounds pass or laissez-passer. From Monday, 9 September, through Friday, 20 September 2002, reservations for private dinners or receptions will be accepted only from permanent and observer missions and United Nations bodies. The Ex-press Bar on the third floor of the General Assembly Building may not be used for parties when the General Assembly is meeting.

20. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is, before 12.15 p.m. and after 1.45 p.m. Alternative facilities in the following areas may also be used: the Staff Cafe on the fourth floor, the UNCA Club on the third floor, the Vendery on the third floor of the General Assembly Building, the cafeteria on the third floor of the DC-1 Building and the cafeteria located on the first floor of UNICEF House.

21. The hours of operation of the various facilities during the fifty-seventh session of the General Assembly will be as follows:

10 September to 20 September 2002

UNCA Club (Secretariat Building, third floor)

Monday-Friday	12 noon-3 p.m.

9 September 2002 to the end of the session

Cafeteria (Secretariat Building, first floor)

Monday-Friday	8 a.m.-8.30 p.m.
Saturday	9 a.m.-3 p.m.

Staff Cafe (Conference Building, fourth floor)

Monday-Friday	12 noon-3 p.m.

Vendery (General Assembly Building, third floor)

Monday-Sunday	Open 24 hours

North Lounge (Conference Building, second floor)

Monday-Friday (snack bar)	10 a.m.-5 p.m.
Monday-Friday (bar)	11 a.m.-8 p.m.

Delegates' Dining Room (Conference Building, fourth floor)

Monday-Friday	11.30 a.m.-2.30 p.m.

Café Austria (General Assembly Building, first basement)

Monday-Friday	9 a.m.-6 p.m.

DC-1 cafeteria, third floor

Monday-Friday	8 a.m.-6 p.m.

UNICEF cafeteria (UNICEF House, first floor)

Monday-Friday	8.30 a.m.-4.30 p.m.

Gift Centre (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

UNPA stamp counter (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

Bookshop (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.